

# TDA - Food & Nutrition Division

## Community Stakeholder Call

### Questions submitted by participants

April 2, 2020 (2:00 PM)

**I have an approved site in TX-UNPS. Do I need to make new CV site or update current site?**

*A new CV site must be created and approved. If you edit an existing site, it will not flag for review and approval. TX-UNPS does create a notification to staff to review and approve applications.*

**We are an adult day care center. Can we provide the meal to enrolled clients more than our license capacity? License capacity is the number of clients that we can serve per a day under congregated setting, regulated by the HHSC.** *You should only be serving those enrolled at your center and regularly served by your center.*

**How can I change the meal serve option to Home Delivery Method (CVHD) in the TX-UNPS? Is there a specific section that I should put it in the site application?** *If this question is asking how a CE can update a site name from CVGG to CVHD, the CE would not be able to make the edit. CEs cannot update this information in TXUNPS, TDA must make the change. CEs need to email [CACFP.bops@texasagriculture.gov](mailto:CACFP.bops@texasagriculture.gov) and provide the CE Name, CE ID and site name and number that needs to be changed and the desired name.*

*CEs should then update your intake form by creating a new entry and including an effective date.*

**You are NOT allowed to give them multiple days of meals, but what about in RURAL settings?**

*The policy is the same for CACFP. You may not offer multiple days of meals.*

**How do we record the CVHD in TXUNP?** *It is not recorded in TXUNPs but captured on a intake form accessible on [www.squaremeals.org/coronavirus](http://www.squaremeals.org/coronavirus). It is located on the CACFP resource page.*

**Has there been a change to serving more than 1 day meals at a time?** *No, USDA has not approved CACFP sites to serve multi-day meals.*

**Are we able to run under CACFP and SFSP at one time?** *SFSP and CACFP At-Risk may operate, allowing for breakfast and lunch under SFSP and snack and supper under CACFP At-risk. Sites cannot serve the same meals to the same children under two different programs. Meals should be tracked separately by program. There could be a situation where a still-operating childcare center is still serving its usual students in a congregate setting, but the childcare center is also operating a separate approved SFSP Grab-N-Go site. In this case, the childcare center would have to (1) have a separate site application for the SFSP site and (2) ensure that none of its enrolled participants would be served under the SFSP program. Note that traditional CACFP operators should refer to state licensing rules.*

**If I was already doing CACFP, do I need to do a new application through CACFP with the site name as CV-high school?** *Not a new application but you would need to create a new site and per the applicable meal delivery style name the site CVGG Example HS or CVHD Example HS.*

**What is SFSP official start date?** *USDA has not provided guidance on when the traditional SFSP schedule yet.*

**How will entering the same site twice on TXUNPS affect April claim?** *There will not be a problem as long as you only claim meals once.*

**Should SFSP applications for grab and go meals have the CV-GG before the name as well?** *Yes*

**For CACFP Child Care centers, is there a waiver form needed for meal times?** *By completing the required CACFP Non-congregate Intake Form on [SquareMeals.org](http://SquareMeals.org), you are indicating your intent to*

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*waive meal time restrictions. Currently, there is not a specific Intake Form for meal time restriction waivers.*

**Do parents have to sign (like At Risk) for grab & go meals in addition to form 1535 point of service.** *Persons or guardians may be provided meals only for enrolled participants. They must still be accounted for on a roster. CEs should make every effort to minimize close contact during meal service.*

**SFSP CO Sponsor - Could we receive clarification on pre-approval, 1st week and 4 week reviews?** *See the SquareMeals website for the information on the monitoring requirement waivers. These are also addressed in the FAQs posted on the SquareMeals Coronavirus webpage.*

**How should a CE handle pay to staff who work in CACFP if sites are closed?** *CEs should follow their local policies and procedures.*

**Our Adult Day Care is open but our attendance has dropped by 60% percent and clients are asking if we can deliver them a meal. But they are not assisting day care because of situation.** *At this time, USDA has not approved non-congregate and congregate meal service at the same location. If the ADC closes, home delivery is an option with limitations. Please see the FAQs posted on SquareMeals.org/coronavirus.*

**Is the statement regarding meals not being reimbursable on a holiday include CACFP At-Risk?** *It includes any operation that is normally closed on a holiday.*

**We are a CO or sponsor of SFSP – How does TDA suggest we confirm that there is no location operating SFSP within ¼ of a mile of our SFSP site?** *TDA expects reasonable assurances that there are no other campuses or agencies operating in the same vicinity. There is a summer meals locator on SquareMeals.org that may be used to help determine locations of nearby open summer meal sites.*

**If a site has CC and AR, can the CC part be open and claiming regular meals, but the AR portion of the site be closed and serve grab n go?** *In this instance, an operator currently approved for both programs should only be serving At-risk meals in the traditional afterschool hours as to prevent children eating the supper at lunch or returning later in the evening for a “second supper.”*

*If the childcare center is operational and claiming regular congregate meals under CACFP to its enrolled participants, it may be approved to serve At-risk meals **during afterschool hours** if the site can ensure no overlap in meals served to enrolled students and appropriate recordkeeping to define processes for compliance. For example, if the childcare center traditionally claims lunch and breakfast, then when the **child leaves** for the day, he or she may pick up a meal from the At-risk site. For sites traditionally serving supper to enrolled students, those sites must ensure that enrolled students are not receiving meals from the At-risk site.*

*If the childcare center is **not** operational and has been approved to operate At-risk as well as serve Grab-N-Go service **to its enrolled students**, the site may include **for enrolled students only** a full day's worth of meals and claim those meals to their respective CACFP Programs. In this scenario, the At-Risk service available for **non-enrolled students** cannot begin until traditional afterschool hours.*

**We are a CO or sponsor of SFSP – Is there a modified desk audit for pre-operation visits that we should follow?** *USDA released guidance permitting desk audits or remote monitoring during COVID-19 to limit congregating. TDA has not released a modified desk audit document at this time. The existing desk audit guidelines may be modified to limit contact and congregating.*

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**We are a sponsor of SFSFP - What are our options if a site is not able to provide the required document during SFSP on-boarding because they cannot access their building or files.** *Much of the information needed to operate program requirements is available at [SquareMeals.org](http://SquareMeals.org) or the USDA website at [usda.gov](http://usda.gov).*

**SFSP, CACFP-At Risk sponsor - We vend meals, can we waive signatures on delivery receipts? We will ask; however, some are concerned with using equipment that so many others have touched.** *Vendors may gather signature by electronic means or text confirmation, if available.*

**CACFP -At Risk, I would like to know where the waiver stands for reporting as far as not having to collect names and ages.** *All waivers submitted by TDA for consideration can be seen at [www.SquareMeals.org/coronavirus](http://www.SquareMeals.org/coronavirus).*

**For meals served to a parent or guardian without a child present, what documentation do we need to keep? The guidance document says we must document but is that just the number of meals or do we have to document what proof the parent/guardian provides?** *The CE should describe its practices to verify that the meals are provided to a parent or guardian.*

**If a district applied for a COVID-19 no child present flexibility waiver, can CEs claim meals for students not present prior to March 19th? This is the date listed on the form. Our district started serving meals on March 16th?** *TDA only has authority to use federal child nutrition funds for meals served once guidance was issued to access the waiver.*

**Do we need to wait for the application to be approved for an SFSP CV Site?** *New SFSP CV sites must be approved before operating. Returning SFSP operators may claim starting March 13, 2020.*

**Can reporting requirements for Covid19 meals be done outside of TX-UNPS?** *This question is unclear. Please resubmit your question with more detail to [SquareMeals@TexasAgriculture.gov](mailto:SquareMeals@TexasAgriculture.gov).*

**Could we add a brand new at risk CV-GG site which was not participating in at -risk before these waivers?** *This question is unclear. Please resubmit your question with more detail to [SquareMeals@TexasAgriculture.gov](mailto:SquareMeals@TexasAgriculture.gov). TDA has prioritized applications for existing and prior CEs. The process for a new sponsor/site requires a more intricate process.*

**For CACFP child care centers, do we need to fill out a waiver for meal times?** *There is an intake form required for all waivers to demonstrate that your CE is utilizing.*

**If we do the supper what is the age?** *18 and under*

**Is the statement regarding holiday meals not being reimbursable applicable to CACFP At-Risk?** *The statement impacts regularly closed days. If your entity is typically closed on a holiday, this clarification would apply.*

**Can we serve multiple days of meals on one day?** *No, CACFP is not approved for multiple day service.*

**SFSP, CACFP-At Risk sponsor - Can we provide modified training for new sites?** *The training requirements have not changed for new sponsors/sites operating SFSP or CACFP.*

**At-Risk/SFSP - How should we handle the signing of deliveries? Must they still be signed and if so, how do you do that maintaining the 6ft distance and cleanliness of the implementation that**

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**issued for signing such as a phone/lpad? coordinators/new sites? Do we know yet if Civil Rights training waiver has approved?** *TDA has not received approval for a waiver of Civil Rights training. Alternate electronic receipt is permitted if the technology exists to do so.*

**Please provide clarification on the inability of offer vs serve. Is that for SFSP, SSO, CACFP or all programs.** *All programs operating during COVID-19 are prohibited from serving OVS because of the non-congregate waiver.*

**Please explain what a "Desk Audit" should include when sponsors are reviewing new CACFP sites.** *This is addressed in the CACFP FAQs posted to the [SquareMeals.org/Coronavirus](https://www.squaremeals.org/Coronavirus) webpage.*

**On the intake form for students not present waiver, it states that the start date cannot be earlier than March 19, should that be March 16? That was the first "operating" day of the closure.** *March 25, 2020 is the date where TDA provided the guidance on how to implement no child present.*

**Can a CE operate At-risk, at this time since schools are not in session?** *More information is needed on the scope of this question. Please resubmit your question with more detail to [SquareMeals@TexasAgriculture.gov](mailto:SquareMeals@TexasAgriculture.gov).*

**Will SFSP and CACFP CEs that submitted CV applications prior to the new GG & HD guidance that came out and were returned for corrections be allowed to claim the CV meals they served in March?** *It depends. Meals served according to TDA's guidance are eligible for reimbursement.*

**Grab and Go may only be claimed on sites that are closed but what if the city is on lockdown? may those meals served still be claimed? what is necessary to claim those meals where city is in lockdown.** *Cities on lockdown do not impact meal claiming. If the city's stay at home ordinance allows CEs to operate due to unforeseen closures, they may be eligible to provide meals.*

**Do I need to apply for meals delivered?** *An intake form describing the delivery method is required prior to claiming meals. Additional requirements are necessary for home delivered meals. See [squaremeals.org/coronavirus](https://www.squaremeals.org/coronavirus) for the guidelines of the required processes.*

**Answered but could not hear response. My question was - How does TDA suggest we confirm that there are no location operating SFSP within ¼ of a mile of our SFSP site?** *TDA is using Meal Finder and GIS software.*

**Can adult day care center be a COVID-19 site? can we also create new application with the CVHD adult day care?** *Yes*

**We are a CACFP-At Risk, SFSP sponsor - if we are able to resume CACFP-At Risk (i.e., waivers approved) do we continue through what would have been the end of school year and then switch to SFSP or could we continue with CACFP-At Risk until COVID-19 ends?** *TDA has raised this question with USDA and is awaiting further guidance.*

**Can CEs that are open serve meals to parents who are keeping enrolled children home due to COVID-19?** *If an operational site is still serving meals in a congregate setting, and a parent opts to keep the child home, the parent cannot pick up a meal for the child as joint congregate/non-congregate meal service has not been approved by USDA. In this case, a parent could receive meals on behalf of the child at an open SFSP/SSO site in the area, provided the parent can provide any of the child identification items required for a No Child Present pickup.*

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**How many meals may be served at one time for the grab and go? what about dinner will it be separate because of the time?** *See the FAQs at [www.squaremeals.org/coronavirus](http://www.squaremeals.org/coronavirus). This question is addressed in detail.*

**In the squaremeals website there is a great list of waivers with approval status. Is there a list somewhere of waivers we need to fill out and submit for CACFP?** *The intake form for CACFP options is located on the CACFP resources page.*

**If sites choose not to do grab and go and just close due to COVID, do I have to do anything to their applications in TXUNPS or leave them alone?** *There is no requirement to operate meal service due to COVID-19. If a CE is not operational, there is no application requirement.*

**Under CV on TXUNPS, will this affect the sites later when we need to go back to normal claiming?** *You will claim meals under the original site name once COVID-19 feeding concludes.*

**What documentation is required for home providers to document grab and go meals?** *Are you asking what documentation is required for home delivery? Question is unclear. Please resubmit your question with more detail to [SquareMeals@TexasAgriculture.gov](mailto:SquareMeals@TexasAgriculture.gov).*